



## Newsletter

April 2014

### **Companies House Gibraltar encourages duplex printing.**

Companies House Gibraltar deals with hundreds of thousands of documents per year. To continue improving our environmentally friendly policy, we have embarked on a campaign to save trees and energy. For this purpose, all receipts and photocopies for clients are now issued on 100% recycled paper, and monthly account statements are sent by email.

We have noticed that the majority of recurring documents filed at Companies House, such as Particulars of Directors and Returns of Allotments, are printed on one side of paper with multiple sheets stapled together.

Recently, we have invested in new and modern scanning equipment, which enables us to carry out duplex printing and scanning (printing or scanning both sides of a sheet of paper simultaneously). We would therefore like to encourage our service users to file documents printed on both sides of every sheet wherever possible. This will not only help us in our commitment to environmentally friendly policies, but, by copying and printing on both sides of every sheet, you will cut your paper bills in half.

As you may be aware, we will be launching our electronic filing service shortly, further reducing the consumption of paper.

